



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

Memorandum

To: MA Downtown Initiative Workshop Invitees
From: Emmy Hahn, MDI Coordinator
Subject: Information for Workshop Registration
Date: May 4, 2004

Thank you for your interest in our upcoming workshop series. There are several things to keep in mind as you make arrangements to attend one or more of the workshops.

The Burying Utilities, Downtown Housing, and Business Improvement District Workshops are open enrollment. There is limited seating so a registration form needs to list the name of each person attending the workshop(s).

The Economics of Downtown, Business Recruitment & Retention, and Designing a Quality Downtown Workshops are limited to 8 communities each. We encourage more than one person attend the workshops and that it be a mix of public and private sector participants. Please be clear about the contact person on the registration that will coordinate their attendance.

There will be some minimal "homework" required for these workshops. The homework will be described in an e-mail that confirms your registration. In the case of the design workshop a staff person from the Cecil Group will visit the community to take pictures of the design issues.

All of the workshops are free. Please commit to attending the workshops that you sign up for. The interest in these workshops far exceeds the spaces available.

You are not registered until you are notified by e-mail for each workshop you sign up for.

If you have any questions please contact Emmy Hahn at 617.573.1364 or at my e-mail address Elizabeth.Hahn@state.ma.us